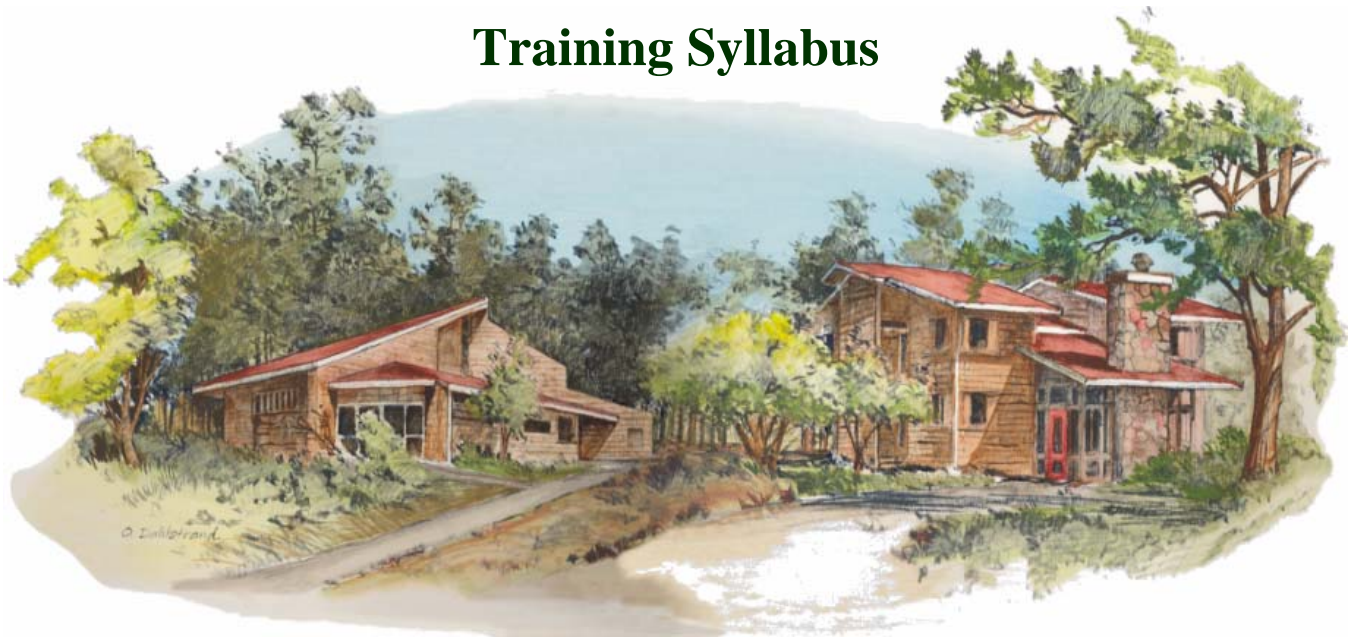


# CAMP EQUIPMENT PROPERTY MANAGEMENT

March 18-21, 2007

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** March 6, 2007  
**To:** Supervisor  
**From:** **Department of Parks and Recreation**  
William Penn Mott Jr. Training Center  
**Subject:** Employee Attendance at Formal Training  
CAMP Equipment Property Management

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

## Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

## Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

## Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green  
Department Training Officer (Acting)

Attachment  
cc: Participant

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### ***Mission Statement Training Office***

***The mission of the Training Office is to improve  
organizational and individual performance through  
consulting, collaboration, training and development.***

### TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)  
Joanne Danielson ..... Training Specialist  
Chuck Combs..... Training Specialist  
Dave Galanti ..... Training Specialist  
Sara Skinner ..... Training Specialist  
Michelle Gardner ..... Cadet Training Officer  
Connie Breakfield..... Cadet Training Officer  
Pat Bost ..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator  
Bill Spencer ..... Assistant Program Coordinator  
Edith Alhambra..... Assistant Program Coordinator  
Summer Kincaid..... Assistant Program Coordinator

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **TRAINING LOCATION:** The program will be presented in the Redwood Training Room which is located on the 14<sup>th</sup> floor of the Resources Building, 1416 9<sup>th</sup> Street, Sacramento, CA 95814, in Room 1404-17.

### Visitor's Badge

It is required that you check-in at the Security Station on the first floor of the Resources Building. Please present photo identification (State Driver's License or I.D. Card) to receive a Visitor's Badge.

**DIRECTIONS:** The Downtown streets are labeled numerically and alphabetically. The numbers start from the west and increase toward the east. (The street letters go from the north to the south) The Resources Building is located at the corner of 9<sup>th</sup> and N

Streets. N Street is a one-way street following west to east; 9<sup>th</sup> Street is one-way, following north to south. From the airport, traveling South on I-5 to the Resources Building: Take the J Street exit towards Downtown. At the bottom of the exit, turn a sharp right onto 3rd St. Turn left onto Capitol Mall, (the Capitol building will be on your left side). Turn right onto 9th St. The Resources Building is located at the corner of 9th and N Streets.

2. SYLLABUS: The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
3. PRE-TRAINING ASSIGNMENTS: Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. TRAVEL: Arrange your travel to and from Sacramento through your District or Office. (No reimbursement for travel expense -- including per diem costs -- will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. HOUSING: **The Training Office has reserved rooms at the Hawthorn Suites for individuals who reside outside of the Sacramento region only.** Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact the Hawthorn Suites directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.  
  
The hotel is located at 321 Bercut Drive, Sacramento. Directions to the hotel are included as an attachment to this syllabus.
6. MEALS: Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Resource Building and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.) Send these three required documents for reimbursement: a Travel Expense Claim (STD 262a), a copy of the approved Training Request Detail from

ETMS (392), and a copy of the Certificate of Completion to Mott Training Center for approval and processing.

7. PARKING: The following rates are subject to change without notice:

The closest parking lots are located at 1500 10th Street and 1517 11th Street. Both lots are located between O and P Streets. All day rates for each lot: \$20.

The most economical lot is located at the northwest corner of 7th and Capitol. This is a City Parking Lot. Daily rate: \$8.

Another economical lot is located on J Street, between 7th and 8th. Entrance into the lot is on the right hand side. There is a large green and white sign affixed to the parking structure, entitled PARKING. The entrance is very close to 8th Street. The Early Bird Special, prior to 9:30 am: \$9.

A City Parking Lot is located between 5th and 7th Streets. There are three entrances into the lot. Enter on the right hand side, on J, 7th and L Streets. All day rates are \$14.

8. CLOTHING: **Field Uniforms are not required.** Professional business attire may be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

9. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
10. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
11. TRAINING OFFICE STAFF: During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.

12. **TRAINING MATERIALS:** Training materials may be made available to you at both your unit and the training location. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
15. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies.
16. **COLLEGE CREDIT:** Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
17. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session, the following list is provided:

- \_\_\_\_\_ 1. Read and understand the program syllabus prior to your arrival at the Training Center.
- \_\_\_\_\_ 2. Arrange your travel through your Unit/District office.
- \_\_\_\_\_ 3. Access CAMP through your CITRIX log-in. Log-in information and instructions will be sent out under separate cover.
- \_\_\_\_\_ 4. **Remember** to bring the following with you to training:
  - ☐ Program syllabus.
  - ☐ Pens, pencils.



## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**CAMP EQUIPMENT PROPERTY MANAGEMENT - AGENDA**  
**March 18 – 21, 2007**

**Sunday**  
**March 18**

1500-	Registration: <i>Register at the Hawthorn Suites</i>	All
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**Monday**  
**March 19**

0800-0830	Welcome and Orientation	Laam
0830-0900	Introductions to CAMP	
0900-0930	History of CAMP	
0930-1100	Signing into CAMP	
1100-1200	Searching and Filtering in CAMP	
1200-1300	Lunch	
1300-1700	Introduction to Equipment Management	Laam

**Tuesday**  
**March 20**

0800-1200	Introduction to Equipment Management	Laam
1200-1300	Lunch	
1300-1700	Introduction to Equipment Management	Laam

## **EQUIPMENT PROPERTY MANAGEMENT**

### **OVERALL COURSE OBJECTIVES**

Purpose: Participants will gain the skills, abilities and knowledge to successfully enter data of various program areas into the Computerized Asset Management Program (CAMP).

Performance Objectives: By the close of the session the participants will

1. Demonstrate proficiency in entering data into the appropriate program areas of CAMP.
2. Identify the needed information necessary to enter data into a program area of CAMP.
3. Apply the data and information contained in CAMP.
4. Operate the program efficiently and effectively upon return to their respective work locations.
5. Identify the information available to them via the CAMP Bulletin Board on the 'N' share drive and the CAMP Help Desk.

### **EQUIPMENT PROPERTY MANAGEMENT (EPM)**

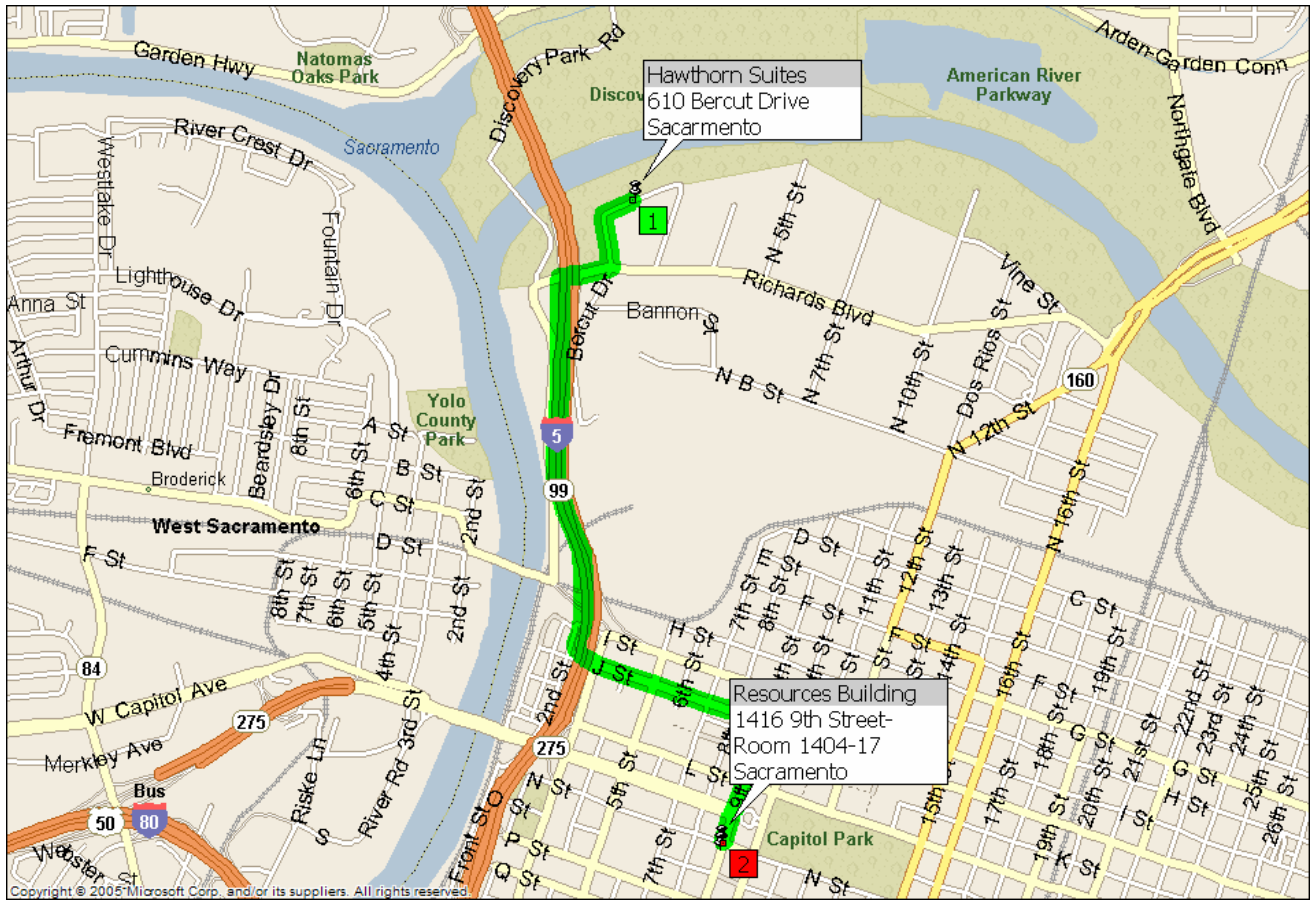
Purpose: Participants will become familiar with the nomenclature and be able to use the Equipment Property Management elements of CAMP.

Performance Objectives: By the close of the session the participants will

1. Manage as a DPR Property Custodian.
2. Appropriately tag property.
3. Conduct annual equipment inventory.
4. Record equipment into the database using an electronic DPR 484a.
5. List the process of having an EPM record approved.
6. Manage the status of an equipment record.

7. Transfer equipment within and outside of DPR.
8. Identify how to survey (dispose) equipment.
9. Explain how to reactivate equipment.
10. Search and find specific records contained in CAMP.
11. Meet State mandated property management policies and procedures.

## LOCATION MAP



**Summary: 2.1 miles (4 minutes)**

Mile	Instruction	For	Toward
0.0	Depart 610 Bercut Dr, Sacramento on Bercut Dr (West)	0.2 mi	
0.2	Turn RIGHT (West) onto Richards Blvd	0.1 mi	
0.4	Take Ramp (LEFT) onto I-5 [SR-99]	0.7 mi	I-5/Sacramento
1.1	Turn RIGHT onto Ramp	0.3 mi	J Street/Downtown
1.4	Road name changes to J St	0.4 mi	
1.8	Turn RIGHT (South) onto 9th St	0.3 mi	
2.1	Arrive 1416 9th St, Sacramento, CA 95814		

### **SUMMARY**

Driving distance: 2.1 miles  
 Trip duration: 4 minutes  
 Driving time: 4 minutes